



**JOB DESCRIPTION**  
**Sergeant**

**JOB DESCRIPTION:**

The Sergeant under the direct supervision of the Chief of Police, provides for the safety of all students, faculty and staff and the security of all district and campus property and equipment and assists the Chief of Police in enforcing laws of the State of Texas, Bexar County and the municipalities within the Judson Independent School District.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- Associates Degree preferred
- Advance Certification as a Peace Officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)
- Minimum of five years experience as a police officer/school district law enforcement officer
- Preferred five year experience with Judson ISD PD

**ADDITIONAL REQUIREMENTS:**

- Good driving record
- Valid Texas Driver's License

**KNOWLEDGE / SKILLS / ABILITIES:**

- General knowledge of criminal investigation, police report writing, and criminal laws
- Training and ability to subdue offenders, including use of firearms and handcuffs
- Ability to be bonded as required by Texas Education Code
- Ability to pass required physical, psychiatric, and drug tests
- Ability to work well with your and adults
- Ability to work independently

**DUTIES AND RESPONSIBILITIES:**

1. Patrols assigned routes walking or driving within district buildings and grounds to ensure a safe and secure environment.
2. Performs all duties according to district policies, rules, and procedures. Must be conversant with the district's curriculum and instructional strategies and the specific ways in which the Police Department supports instruction.
3. Recommends improvements in the design and application of the School Safety program, and other support programs related to the mission of the school and/or district.
4. Enforces laws, including federal and state statutes, and district rules and regulations.
5. Maintains liaison with federal, state, and local law enforcement agencies, including assistance in the serving of warrants on all facilities within jurisdictional boundaries.
6. Inspects and secures doors, windows, lights, and gates when buildings are vacant.
7. Responds and investigates any calls concerning security problems.
8. Prepares offense and incident reports and ensures thoroughness of information contained in police reports.
9. Coordinates with other administrators and law enforcement agencies in obtaining additional security help if needed for special events or school activities.
10. Controls traffic and parking on district facilities.
11. Gives directions or acts as a guide to authorized visitors.
12. Develops and encourages positive morale of employees serving within the Police Department.
13. Maintains awareness and support of guidelines concerning assignment in Board Policies, Administrative Regulations, and Administrator's Manual.

14. Uses effective communication in dealing with students, faculty, staff, community, and governing board.
15. Assists the Chief of Police in developing long and short range objectives and goals for the school District's police department.
16. Develops (as necessary), maintains, and uses appropriate information systems and records necessary for attainment of the Police Department mission and general school improvement effort.
17. Promotes a positive image that supports the mission of the school district.
18. Maintains high expectations and regard for staff and fellow officers and expresses this perspective.
19. Understands pupil management objectives related to the operational aspects of the district (security, food service, classroom facilities, etc.).
20. Strives to improve leadership skills through self-initiated professional development activities.
21. Uses information and insights gained in professional development programs.
22. Participates actively in professional organizations and takes the initiative to provide leadership in addressing the challenges facing the profession.
23. Conducts one's self professionally, and in an ethical manner, according to accepted community standards and in compliances with the TEA code of ethics.
24. Articulates the school's mission to the community and solicits support to make that mission become a reality.
25. Elementary School Liaison & Pro-active Program-Supervisor
26. Equipment/Inventory management.
27. Assists Chief with outside agency officer event Scheduling / on-Call Scheduling
28. Community Initiatives / Grants / Crime Stoppers / Property crimes lost / prevention recovery
29. Investigations (Criminal)
30. Traffic Control / Perimeter Patrol (North & South)
31. Vehicle Fleet
32. Court Liaison / Subpoenas / Court stand-by
33. Cyber / Sex Offender / Predator Intelligence networking and enforcement
34. Perform miscellaneous duties as required (e.g., conduct background investigations, assist the Human Resources Director with investigations, allegations, employee investigations, etc. Review pending cases with supervisor; assist other law enforcement agencies.
35. Provide executive protection; provide transportation to and from pre-designated places for Board Members and District Administrators.
36. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate (verbally and written), concentrate, understand verbal instructions, reason, analyze, memorize, read, coordinate, compile, compute, and maintain emotional control.

**PHYSICAL DEMANDS:** Driving, standing, walking, climbing, bending, crouching, pushing-pulling, carrying, reaching above, lifting, lowering, hand-wrist and elbow motion. Physical exposure to cold, heat, dampness and noise. May be subject to adverse and hazardous working conditions including violent and armed confrontations. Knowledge of safety procedures in using equipment related to the position is required. Good vision, color discrimination, depth perception, hearing and reflexes are necessary. Ability to work well with others in close proximity is also required. Possible prolonged and irregular hours.

Days off may vary.

### **SUPERVISORY RESPONSIBILITIES:**

As directed by Chief of Police

### **EQUIPMENT USED:**

District vehicles, firearms, handcuffs, alarm systems, fire extinguishers, security equipment, personal computer, typewriter and copier.

**Days: 226**

**Updated: January 4, 2011**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*